

WHEN CAN I USE A DPR?

The Direct Payment Request process may be used for purchasing or reimbursing for the following:

- ❑ Accreditation Fees (Does not include office supplies purchased for Accreditation)
- ❑ Books/Publications (NO PRINTING)
- ❑ Campus Community Relations – No office supplies
- ❑ Food (Non catered) more than \$50.00
- ❑ Event Fees
- ❑ Game Officials – Athletics only
- ❑ Guest Lecturers/Honorariums
- ❑ Interview Expense
- ❑ Membership/Dues/Subscriptions
- ❑ Recruitment Cost – Athletics only
- ❑ Student Grants/Stipends
- ❑ Student Travel – Mileage
- ❑ Uniform Stipends/Allowances
- ❑ Internal Uses Only – Facilities & Budget Depts.